

ATHLETICS SUPERVISOR

NATURE OF WORK

This is highly responsible administrative and supervisory work coordinating City youth and adult athletic programs, and scheduling athletic fields and facilities.

Work involves responsibility for developing, coordinating and supervising specialized, comprehensive athletic programs for youth and adults, and for scheduling City facilities and the facilities of other agencies where athletic programs are conducted. Work is performed under the general supervision of the Assistant Director of Parks and Recreation and reviewed in the form of reports, evaluations, conferences and services provided. Supervision may be exercised over subordinate staff and independent contractors.

EXAMPLES OF WORK PERFORMED

Coordinates use of City athletic fields and facilities for City sponsored activities; may coordinate the use of athletic fields and facilities for private sports organizations and clubs.

Develops and supervises concession operations at Densmore, Mahoney and other park facilities where special events may be taking place; purchases food and beverage items.

Tracks revenue and expenditures; monitors collection of fees; makes projections for preparation of annual budget.

Monitors trends in athletic programming; develops new athletic programs to enhance current programs and to meet changing community interests through advertising and promotion materials; seeks public input as to desired new programs or changes to existing programs; answers questions from the public regarding programs.

Develops, promotes, organizes and supervises athletic programs that include but are not limited to basketball, volleyball, softball and roller hockey.

Hires, trains, schedules and supervises part-time and contractual supervisors and officials; evaluates their performance by conducting site visits; hires and trains seasonal staff.

Schedules teams, maintains win/loss records and evaluates teams for post season tournaments; provides schedules to teams, team coaches and representatives.

Recruits, trains and supervises volunteer youth coaches; provides instruction in philosophy, rules, practice skills and coaching techniques.

Registers teams and individuals in programs; ensures needed information is received and provided to team representatives, coaches and players; collects and receipts fees.

Prepares or updates sports manuals; maintains awareness of changes by organizations and sanctioning bodies involved in each sport.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of a wide variety of athletic programs.

Considerable knowledge of the rules, materials and equipment used in a wide variety of athletic programs for all age groups.

Considerable knowledge of the principles and methods used in organizing and coordinating athletic programs.

Considerable knowledge of the necessary safety precautions to be used in public athletic programs being offered.

Knowledge of the principles, methods and practices of municipal finance, budgets and accounting.

Knowledge of food handling guidelines and concession operations.

Ability to work effectively with people of all age groups and to tactfully solve participant problems.

Ability to effectively schedule the use of public outdoor sports fields with numerous sports clubs and organizations.

Ability to maintain program and fiscal records to evaluate program effectiveness and monitor budgetary expenditures.

Ability to effectively hire and direct the work of part-time and seasonal employees.

Ability to establish and maintain effective working relationships with community groups, volunteer coaches, contractual officials, co-workers, subordinate staff and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in recreation, physical education or related field plus considerable experience in program and staff supervision.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college level course work in recreation, physical education or related field plus experience working with people of all age groups in a recreational setting involving athletic program and staff supervision; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Department Head Personnel Director

7/2002

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